

# Summer 2022 Internships

**Title:** Description Intern

**Section:** Records Description Unit, Government Records Section

**Description:** This intern will work with the Records Description Unit and Digital Access Branch to enhance metadata available in ContentDM for the Senate Audio files for 1993-2005, by collecting timestamp data. This project will contribute to a larger Senate Audio Digitization and Description Project, which you can learn more about here <https://ncarchives.wpcomstaging.com/tag/senate-audio-1993-2005/>

**Estimated hours:** 10 hours/week

**Able to work remotely?** Yes

**Title:** Description Intern

**Section:** Records Description Unit, Government Records Section

**Description:** This internship will involve two main projects

- (1) Work with Records Description Unit, as well as analysts, to improve state agency history notes by systematically researching the history of an agency since the mid-1990s, assessing the current description of the agency history in DOC (online catalog), and drafting proposed edits and additions.
- (2) Work with the Appraisal Archivist in the preparation and review of appraisal reports by reviewing records, retention schedules and other relevant information, drafting proposed edits to reports, and making appraisal recommendations

**Estimated hours:** 10 hours/week

**Able to work remotely?** Yes